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STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

July 20, 2004

MEMORANDUM TO: Distribution A

FROM: Herb Henderson, Human Resources Director

SUBJECT: Disciplinary Action Procedures

This memorandum is to serve as a reminder of the Departmental Disciplinary Action Procedures.

The Division Engineer, Unit or Section Head, or a single designee of the Division or Unit Head must sign all disciplinary actions, including written warnings. Prior to the issuance of any type of disciplinary action, the Division or Unit Head must contact their Employee Relations Representative or Patricia Broadhurst, Employee Relations Manager, for a review of the disciplinary action and subsequent letter(s). Patricia will then consult with me for final approval prior to implementing the disciplinary action.

Your Employee Relations Representative has established a record-keeping program to monitor disciplinary actions for consistencies within their assigned areas. Monthly reports will be generated by the Employee Relations Representatives for the Managers in their areas of responsibility as well as the Employee Relations Manager. These reports will be due the 5th of every month. This information will subsequently be forwarded to the Employee Relations Section for review and monitoring on a statewide basis. I believe this monitoring process will help to ensure that the Disciplinary Action Program is administered equitably on a department-wide basis.

These guidelines have been in effect since January 24, 2003. If this procedure is not followed, any disciplinary action will not take place.

As always, thank you for your support and cooperation in this endeavor. If you have any questions concerning this procedure, please contact me or Patricia Broadhurst at (919) 661-4803.

cc: Secretary Tippet
Patricia Broadhurst, Manager, Employee Relations
Employee Relations Representatives